



2007. 267. 06

Voluntary Registration

Notice of Conditions and Declaration of Acceptance

AB3/205.

ROYAL BURGH OF DORNOCH &
DISTRICT COMMUNITY ASSOC.
SCHOOL HILL
DORNOCH
SUTHERLAND IV 25 3PF

Office date stamp

OFFICER
H.M. Customs & Excise
V.A.T. Office

15 SEP 1981

ATHOLL HOUSE
GUILD STREET
ABERDEEN AB9 2DY

Dear

With reference to your application dated 27/12/80 to be treated exceptionally as liable to be registered, I am directed by the Commissioners of Customs and Excise to inform you that they are prepared to register you with effect from 27/12/80 subject to your acceptance of the following conditions:-

CONDITIONS

1. The Commissioners reserve the right to review your registration at any time and may cancel it if you fail to meet any of the obligations requiring you to:-
 - (a) keep and preserve all the records required by the Commissioners and make these available for inspection upon demand by officers of this department;
 - (b) account for tax due on all taxable supplies of goods and services made in the course or furtherance of any business carried on by you from the effective date of registration;
 - (c) furnish by the date specified thereon any return required by the Finance Act 1972 and the regulations made thereunder;
 - (d) pay by the date specified on a return any tax shown by that return to be payable to Customs and Excise;
 - (e) satisfy Customs and Excise that you still have a genuine and continuing business need for registration.
2. The Commissioners may refuse any application for withdrawal of your request to be treated exceptionally as liable to be registered, if such application is made within two years from the date of issue of your certificate of registration.
3. To meet changing circumstances, the Commissioners may, at any time, vary any of the above conditions or impose new conditions.

If you cease to make taxable supplies, you must notify Customs and Excise of the fact in writing within 10 days of the date on which you do so and your registration will be cancelled.

You are also reminded that on cancellation of your registration, you will be required, where appropriate, to pay tax on your stock and business assets.

If you accept the conditions at 1 to 3 above, please complete and sign the declaration at the foot of this form and return the form to this office in the envelope provided. On receipt of the signed form in this office, you will be registered and a certificate of registration will be sent to you. If, however, the signed form is not received in this office within 21 days of the date of this notice, your application will be regarded as having been withdrawn.

A copy of this notice is provided for your retention.

Yours faithfully

M. AIRTH

Collector

I, (full name of signatory in BLOCK LETTERS)

on behalf of declare that I/we accept the conditions set out above.

Signature Status Date 24/9/81

*Delete as necessary



Highland

Department of Education
Bryan E. Wood, B.Sc.
Divisional Education Officer
Sutherland Division

Highland Regional Council
Education Offices
Brora
Sutherland KW9 6PG

Telephone (040-82) 382

Gairmhor Youth Centre
04083.3500

Please ask for **Mr Proudfoot**

Our ref **DP/IR**

Extension No

Your ref

Date **11 September 1981**

Mr Peter Wild
The Meadows
DORNOCH

Dear Mr Wild

FILM CIRCUIT

Please can you indicate whether or not you would wish to take part in the above project during the period November 1981 to May 1982.

It might also be of interest to the others involved, if you could give details of the financial outcome of your involvement with last year's project.

I look forward to hearing from you in due course.

Yours sincerely

David Proudfoot

Senior Community Education Worker

Peter

DORNOCH COMMUNITY ASSOCIATION

Suggestion for Insurance Brokers:-

Castle Cairn Ltd
26 Castle Street
EDINBURGH (Tel. 031 225 2092)

Contact - Munro Sutherland
or - Alan Grant

Verbal quote for the supply of crockery from David Grant, Highland Stoneware, Loochinver.

Cup & Saucer	50 x £1:95	£ 97:50
Side Plate	50 x £1:15	<u>£ 57:50</u>
		£155:00
	Less Possible 10%	<u>£ 15:50</u>
		£139:50
	Add VAT @ 15%	<u>£ 20:92</u>
PROBABLE COST	-	<u><u>£160:42</u></u>

The advantage of using this stoneware rather than a possibly cheaper china is that it is far more robust and breakages are not likely to occur often. However in the unlikely event of breakage, replacement will be quick.

Paint : order placed with "Champion Paints" 18/9/81
4 x 5l. Dulux emulsion : white
20 x 5l. Dulux emulsion : 08 e 3! "Blue Hue"
Delivery of all or part of the order to C.A. McKay
at Gilbart Street Inverness Tuesday 22nd Sept. remainder,
if necessary, following Tuesday.

Grant
18/9/81

MACDONALD ASSOCIATES DORNOCH



ARCHITECTURAL, LANDSCAPE & DESIGN CONSULTANTS. WEST END, CASTLE STREET, DORNOCH tel 765.

JIMMY MACDONALD, B.Sc. ARCH.(STRATH.), CONSULTANTS: F.G. BLACKETT, D.A.(EDIN.), A.R.I.B.A. J.E. FAIRFIELD, B.Sc. ARCH. Dip. A.A.S. Dip. L. ARCH

Peter G Wild Esq
Secretary
Dornoch Community Association
DORNOCH

17 September 1981

Dear Peter

re PAINTING OF COMMUNITY HALL - 056

Further to our discussions the following is a list of all areas which have to be painted:-

1. The main hall 90 square metres -
2. Rear extension ceilings 120 square metres
3. Coffee Lounge lobby and ceiling 180 square metres
4. Entrance hall 37 square metres
5. Stair well & upper floor 250 square metres

As agreed we should paint only the ceilings in the new extension white . and therefore assuming a cover of 65 square metres for each five litre container, in order to apply two coats, four containers of five litres each should be used.

All the other areas are to be painted a 'light cream' colour or 'blush stone' as named in the Berger range of paints. In order to cover all other areas with two coats then seventeen no. five litre amounts will be needed.

I trust the foregoing is of advantage and I shall try and organise the sanding down and sealing down of the floor areas.

Yours sincerely

Jimmy Macdonald

SUTHERLAND DISTRICT COUNCIL

D. W. Martin, M.A., LL.B.
Chief Executive

Telephone Golspie ~~XXXXXXX~~
3192

District Offices,
GOLSPIE,
Sutherland KW10 6RB

Your Ref.

My Ref. IBM/ET

7 September 1981

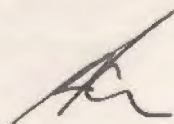
Mr P G Wild
Secretary
Royal Burgh of Dornoch & District
Community Association
The Meadows
DORNOCH

Dear Sir

LOTTERIES & AMUSEMENTS ACT 1976

I refer to your letter of 1 September and now enclose a photocopy of the recent legislation for your information.

Yours faithfully



District Solicitor/Administrator

Enc.

"The Meadows"
Dornoch.
Sutherland.

1st. September, 1981.

Chief Executive,
Sutherland District Council,
Main St.,
GOLSPIE.

Dear Sir,

I understand there have been changes to the regulations regarding the running of lotteries. If this is in fact correct, I would be grateful if you could furnish me with details of the current situation,

Yours faithfully,

Peter G. Wild.
Secretary.

To - Dornoch Community Centre -
Mrs. P. Wilde Sect.,

Work carried out by D. Macfarlane
Contractor:-

Cleaning & arranging for the
following -

Dancing classes & meetings
June 1st 8th 15th 22nd

4 hrs @ 50p = £2.00

Aug. 24th, 31st

2 hrs @ 50p = £1.00

Scrubbing floors and
removing chairs & tables
after workmen = £2

Total = £5.00

Paid 2/9/81

MACDONALD ASSOCIATES DORNOCH

ARCHITECTURAL, LANDSCAPE & DESIGN CONSULTANTS. WEST END, CASTLE STREET, DORNOCH Tel 765.

IMMY MACDONALD B.Sc. ARCH.(STRATH) CONSULTANTS: F.G. BLACKETT, D.A.(EDIN), A.R.I.B.A. JE FAIRFIELD, B.Sc. ARCH. Dip. A.A.S. Dip. L. ARCH

UPGRADING & EXTENSION OF DORNOCH SOCIAL CLUB FOR DORNOCH COMMUNITY ASSOCIATION - 056

NOTES FOR MEETING HELD 31 AUGUST 1981

Total allowable expenditure - £51,796.00

Total Grant Aid Paid to date - £29,603.48

Total Contract cost paid to date -

Architectural	Cert No 1	£ 695.57	Incl VAT	£ 90.72
Surveying	2	1150.00		£ 150.00
Architectural	3	1150.00		150.00
Architectural	4	458.21		59.76
Infestation Treatment	5	469.20		61.20
Haulage	6	760.72		99.22
Excavation	7	518.08		67.58
Electrical	8	87.97		11.47
Mason	9	4500.00	-	
Joinerwork	10	7500.00	-	
Roofing	11	1470.00	-	
Plumbing	12	615.00	-	
Mason	13	1765.00	-	
Joiner	14	3900.00	-	
Steelwork	12A	661.25	Incl VAT	86.25
Electrical	13A	679.45	-	
Painting	14A	285.00	-	
Plumbing	15	1045.00		
Joiner	16	3325.00		
Roofer	17	795.00		
Mason	18	1980.00		
Architectural	19	207.00	Incl VAT	27.00
Surveying	20	172.50	Incl VAT	22.50
		<u>£34,189.95</u>	<u>£675.22</u>	

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UPGRADING & EXTENSION OF DORNOCH SOCIAL CLUB FOR DORNOCH COMMUNITY ASSOCIATION - 056

NOTES FOR MEETING HELD 31 AUGUST 1981

Date Received	Highlands & Islands Development Board	GRANT AID PROGRAMME	
		Scottish Education Department	Highland Regional Council
23 April 81	£2003.00		
27 April 81			£4322.43
1 May 81		£8645.00	
22 June 81	£ 898.00		
29 June 81			£1937.50
26 June 81		£3875.00	
18 Aug 81	£1060.00		
20 Aug 81			£2287.55
21 Aug 81		£4575.00	
Totals as of 31 August 81	£3961.00	£17095.00	£8547.48

Grand Total to date = £29,603.48

MACDONALD ASSOCIATES DORNOCH

SHEET III

ARCHITECTURAL, LANDSCAPE & DESIGN CONSULTANTS. WEST END, CASTLE STREET, DORNOCH tel 765

JIMMY MACDONALD, B.Sc. ARCH (STRATH), CONSULTANTS: F.G. BLACKETT, D.A. (EDIN), A.R.I.B.A., J.E. FAIRFIELD, B.Sc. ARCH, Dip. A.A.S., Dip. L. ARCH

UPGRADING & EXTENSION OF DORNOCH SOCIAL CLUB FOR DORNOCH COMMUNITY ASSOCIATION - 036

NOTES FOR MEETING HELD 31 AUGUST 1981

Contract Cost	Total	+VAT	Total Paid	Amount to be Paid
Mason and Builderwork	£ 7887.16			
Joiner	16622.80			
Roofer and Valleys	241.75			
Roughcast	1341.40			
Plaster Repairs	500.00			
Flex Pl Finish	971.80			
Flumbing Install- ation	3643.57			
Painter Work	3600.00			
Site Works, Clear up & Drainage	1739.51			
Excavation and Haulage Rear	1111.20	+£166.80		
Wood Infestation	408.00	+£ 51.20		
Electrical Heating	1650.00	-		
Incinerator	110.00			
Allowance in res- pec of F&F becomes suspended ceiling	1529.00			
lightbox	346.00			
steel	575.00	+£ 86.25		
Electrical Install- ation	2000.00			
Ventil & Emerg- ency lighting				
Contingency Sum	1000.00			
Fees	1000.00	+£600.00		
	<u>£51,543.44</u>			

Including extra cost arising
from roof valleys

£34,199.95 £ 18,028.71
incl £675.22
VAT
= £33,514.73

MACDONALD ASSOCIATES DORNOCH

SHEET IV

ARCHITECTURAL, LANDSCAPE & DESIGN CONSULTANTS. WEST END, CASTLE STREET, DORNOCH tel 765

JIMMY MACDONALD, BSc. ARCH (STRATH), CONSULTANTS: F.G. BLACKETT, D.A. (EDIN) A.R.I.B.A. J.E. FAIRFIELD, BSc. ARCH, Dip. A.A.S. Dip. I. ARCH.

UPGRADING & EXTENSION OF DORNOCH SOCIAL CLUB FOR DORNOCH COMMUNITY ASSOCIATION - 056

NOTES FOR MEETING HELD 31 AUGUST 1981

Total Grant to be paid from various Authorities

SED	£ 25,898
HPC	£ 12,949
HIDB	£ 6,000

£44,847

£ 6,949 - Dornoch & District Community Association

Total grant paid to date - £ 29,603.48

Grant still to be paid - £ 15,244.00

Leaving - £ 2,784.71 still to be paid by DCA

Handwritten:
£2,784.71
DCA

"The Meadows"
Dornoch.
Sutherland.

24th. August. 1981.

Mr. A. Bessie,
c/o Mr. A. Macleod,
10 Harbour Terrace,
WICK,
Caithness.

Dear Sir,

Re: DORNOCH COMMUNITY ASSOCIATION.

Thank you for your recent visit and the opportunity to discuss the particular case of the Dornoch Community Association. As outlined, we wish to apply for voluntary registration for V.A.T. due to the incurrence of a large expenditure in refurnishing and modifying the hall.

Among the activities of the Association, frequent events will be held for which we will be charging admission, selling coffee, soft drinks and crisps.

We look forward to hearing from you in the near future,

Yours faithfully,

PETER G. WILD.
SECRETARY.

2. Trading name

Enter the name of the principal trading style if this differs from the full name in box 1. Thus in the case of a sole proprietor box 1 might read MR ROBERT ATKINSON and box 2 ATKINSON'S STORES.

If an unincorporated association is being registered and the names of the nominated members have been inserted in box 1, enter here the full name of the organisation or association, preceded by the words ON BEHALF OF THEMSELVES AND THE OTHER MEMBERS OF if necessary (see Note 1(f)).

If a division of a body corporate is being separately registered insert the name of the division followed by the name of the body e.g. TEXTILE DIVISION OF ABC LTD.

3. Status

Enter the status as one of the following:-

- (a) Company — for a company incorporated under the UK Companies Acts, a building society, a division of a company which is to be registered separately, an overseas company or an overseas public corporation or nationalised body. Enter the number and date on the certificate of incorporation of a company incorporated under the Companies Acts or incorporated abroad.
- (b) Sole proprietor
- (c) Partnership
- (d) Public corporation or nationalised body
- (e) Local authority — for an authority defined by section 15(6) of the Finance Act 1972
- (f) Other (including unincorporated associations, trustees, other corporate bodies, etc.)

4. Address

Enter the appropriate address as follows:-

- (a) Company or division of a company incorporated under the UK Companies Acts the registered office
- (b) Sole proprietor } the principal business address in the United Kingdom*
- (c) Partnership }
- (d) Public corporation or nationalised body the head office
- (e) Local authority the head office
- (f) Unincorporated association address of the principal place of business (see Note 5)
- (g) Trustees the principal permanent address in the United Kingdom used for the purposes of the trust
- (h) Overseas company the name and address of a person resident in the United Kingdom authorised to accept on behalf of the company service of process and notices under the relevant Companies Act*
- (j) Other corporation or division of a corporation the registered office or, if there is none, the head office

* If an overseas company, partnership or sole proprietor has no place of business in the United Kingdom the name and address of a UK agent for VAT purposes should be provided or, in the absence of an agent, the principal business address overseas.

5. Address of the principal place of business if different from 4

Normally this is the place where orders are received and dealt with and from which the day to day affairs of the principal business are conducted. This is the address to which your monthly or three monthly tax return Form (VAT 100) and all other correspondence will be sent and at which records and accounts should normally be produced for examination when required.

6. Nature of your business and Trade classification

Enter a brief description of the nature of your principal business and from Form VAT 41 (the VAT trade classification) the four digit code number which fits or more closely fits your major activity. Do not insert more than one code number. Groups 1 to 21 cover primary and manufacturing industries only: Group 22 refers to transport and communications: the distributive traders (wholesalers, retailers and dealers) are covered by Groups 23 to 25: service trades by Groups 26 to 28: and public administration and defence by Group 29.

SECTION B. PERSON MAKING TAXABLE SUPPLIES

You must complete this section of the form if you are at present making taxable supplies. If you are not yet making taxable supplies please delete this section of the form.

7. Taxable supplies, taxable turnover and liability to be registered

"Taxable supplies" means transactions such as sales, sales by hire-purchase and the performance of services (including hirings) on which Value Added Tax is chargeable. It includes zero-rated supplies. For further information see Notice No. 701.

"Taxable turnover" means the gross value of your taxable supplies, that is the total amount payable to you by your customers for supplies of goods or services on which Value Added Tax is chargeable (and not your profit only). When calculating taxable turnover you must include the value of zero-rated goods or services supplied by your business and also any "chargeable self-supplies" (see Notice No. 700). You should not include the value of exempt supplies, lists of which can be found in Notice No. 701.

If you carry on two or more businesses you must add together the taxable turnover of all your businesses, whether or not they are conducted under different names or at different addresses and whether or not the taxable turnover of a particular business exceeds the registration limits, to determine whether the limits in (c) and (d) below are exceeded.

- (a) If you have more than one business please give the name and address and starting date of each one (on a separate sheet if necessary) and include any VAT registration numbers.
- (b) Business transferred to you by someone else
If you have purchased a business from someone else as a going concern or the notification is in respect of a change of status, e.g. sole proprietor to partnership or incorporated company please give the following information in a covering letter:
 - (i) the date when you acquired the business
 - (ii) the name and forwarding address of the previous owner
 - (iii) the VAT registration number of the previous owner, if known
- (c) You are liable to be registered at any time if there are reasonable grounds for believing that the total taxable turnover of all your businesses will be more than £10,000 in the next twelve months. You are required to notify your liability immediately and to be registered with effect from the date the liability arose.
- (d) You are also liable to be registered if at the end of a calendar quarter (i.e. 31 March, 30 June, 30 September, 31 December) the total taxable turnover of all your businesses has exceeded any of the following limits:-
 - £3,500 in the last calendar quarter
 - £6,000 in the last two calendar quarters
 - £8,500 in the last three calendar quarters
 - £10,000 in the last four calendar quarters

If you are liable to be registered you are required to notify your liability within ten days and to be registered with effect from 21 days from the end of the quarter.

However, if before the ten day period ends you have satisfied the Commissioners that the value of your supplies in the period in question and the remaining quarter or quarters of the year will not exceed £10,000 you will not be liable to be registered under this sub-paragraph. If you consider you are not liable to be registered and wish to invoke this provision you are advised to write immediately to your nearest Customs and Excise VAT Office (the address of which can be found in your local telephone directory) stating the circumstances (including the information called for at item 7 in Section B of Form VAT 1) and explaining your reasons for believing that your annual turnover will not exceed £10,000. If you have not written within ten days of the end of the first quarter in which your taxable turnover has exceeded any limit shown above you should complete the form and send it with a letter explaining why you consider that you are not liable to be registered.

(NOTE: The limits in (c) and (d) are operative from 12 April 1978 and do not affect liability to be registered before that date if the earlier limits were exceeded. The earlier limits were:

	1 April 1973 to 30 September 1977	1 October 1977 to 11 April 1978
Annual limit	£5,000	£7,500
One quarter	£1,750	£2,625
Two quarters	£3,000	£4,500
Three quarters	£4,250	£6,375
Four quarters	£5,000	£7,500

A local authority (as defined in section 15(6) of the Finance Act 1972) is liable to be registered if it makes any taxable supplies, whether or not the above limits are exceeded.

- (e) Please enter the total taxable turnover of all your businesses for the last four quarters. If taxable turnover in any earlier quarter(s) exceeded any of the limits shown at (d) above, please provide details on a separate sheet.

8. Voluntary registration

If you are at present making taxable supplies and are not liable to be registered (see Note 7) you may nevertheless apply to be registered if you consider that your business will suffer because you are not registered. Before applying to be registered you should consider carefully whether registration really would benefit you, remembering that it would mean keeping records and accounts, making regular returns and accounting for tax at the appropriate rate on all your taxable supplies, regardless of

the amount of your taxable turnover. Once voluntary registration has been allowed it will normally have to remain in force for at least two years.

If you wish to apply you should send a letter with the form explaining why you need to be registered.

9. Application to be exempted from registration

If you are able to satisfy the Commissioners of Customs and Excise that all the taxable supplies that you make or intend to make are or would be zero-rated you may request to be exempted from registration. Your reasons should be given in a letter sent with the form.

If your application for exemption is allowed you will not be able to recover any input tax.

SECTION C. PERSON NOT YET MAKING TAXABLE SUPPLIES

10. If you are not yet making taxable supplies but you intend to do so in the future you may seek early registration. The reasons for your application should be given in a letter sent with the form stating in addition when you expect to commence making taxable supplies, their estimated annual value, the value of any exempt supplies and the date on which you wish the registration to take effect — normally this should not be earlier than the date of this notification. You should note that a limited company or other corporate body cannot be registered for VAT from a date earlier than the date of its incorporation. You should enclose evidence to support your intention to trade, e.g. copies of purchase invoices, orders, contracts, etc.

SECTION D. ACCOUNTING PARTICULARS

You must complete this section of the form unless you are applying to be exempted from registration.

11. Estimated taxable turnover

This should be based on your taxable supplies of goods and services (including zero-rated supplies). (See also Section B, note 7.)

12. Exempt supplies

Lists of exempt supplies can be found in Notice No. 701. Do not include zero-rated goods and services in this item. The exempt supplies of all your businesses should be included.

13. Regular repayments

If you expect your deductible input tax to exceed your output tax regularly you should indicate, in the space provided, why this will be — e.g. that you make zero-rated supplies of goods and/or services or that you are an exporter. (See Notices Nos. 701 and 703).

If you will qualify regularly for repayments you may choose to have monthly tax periods instead of the standard three-monthly tax periods so that you may receive earlier repayments. In considering which length period to choose, you should bear in mind that with monthly tax periods you will be required to complete a tax return each month, regardless of the amount of the repayment claimed, and if you become liable to pay tax you will have to pay it monthly.

14. Computer accounts

VAT accounts are considered to be kept on a computer if data relating to VAT transactions is to be processed either partly or totally in a programmable computer system, irrespective of whether the computer system is owned or controlled by you. Accounts to be processed at computer bureaux should therefore be included.

15. Payment by credit transfer

If you elect to pay tax by credit transfer a supply of the necessary credit transfer forms will be sent to you.

16. Repayments

You will be advised of any repayments due to you, which will be credited through either Bank Giro or National Giro to the account which you specify in the boxes. Please use *either* your bank sorting code number and bank account number *or* your National Giro account number. The bank sorting code of your bank is shown on the top right hand corner of your cheques. If your bank account number has only seven digits insert a zero in the LEFT hand space in the box. The first two characters of a ten-digit Trustee Savings Bank account number should be omitted when completing this box.

17. Customs and Excise VAT Notices

Notices about different aspects of VAT are listed in Notice No. 700 (the VAT General guide). Please enter the identifying number and date of publication shown on the front cover of all the VAT Notices you hold. If there is insufficient space to list all the Notices held or required please enter on a separate sheet.

SECTION E. APPLICATION

You must complete this section of the form if you are seeking voluntary registration, exemption from registration, or registration before taxable supplies commence.

18. Please delete as necessary

SECTION F. DECLARATION

You must complete this section of the form. Failure to notify at the proper time liability to be registered, or the making of an incorrect notification, can lead to prosecution.

19. Signatory to declaration

This should be as follows:—

- | | |
|--|--|
| (a) for a company incorporated under the UK Companies Acts | a director or the company secretary |
| (b) for a sole proprietor | the sole proprietor |
| (c) for a partnership | a partner |
| (d) for a public corporation or nationalised body | ✓ a responsible officer |
| (e) for a local authority | ✓ a responsible officer |
| (f) for an unincorporated association | an authorised official or member named in box 1 |
| (g) for a trust | the trustee(s) |
| (h) for an overseas company, non-resident person or firm | ✓ the director or secretary of an overseas company, the non-resident person, a partner or the authorised agent in the UK |
| (i) for any other corporation | ✓ a responsible officer |

✓ Any person who is authorised to act on behalf of the corporation or local authority will be acceptable as a responsible officer.

✓ The signature of an authorised agent acting on behalf of an overseas company or non-resident person or firm is acceptable only if the form of authority under which he is acting has been approved by the Commissioners of Customs and Excise. A copy of the authority should be forwarded with this form.



SINCLAIR + MACPHERSON

37-39 CASTLE STREET □ INVERNESS IV2 3DY □ TEL 046-3 32251 35604

3rd August, 1981.

Messrs MacDonald Associates
West End,
Castle Street,
Dornoch.

Dear Sirs,

Dornoch Community Association

We would refer to your enquiry and undernote herewith quotation for flooring, curtains and furniture which we trust you will find acceptable.

Please note that the flooring is subject to physical check measurements as is the curtains.

We have not given a total for the furniture as there are alternatives available for certain items.

Yours faithfully,

Wm. A. Sinclair for
SINCLAIR + MACPHERSON
WAS/SMM



SINCLAIR + MACPHERSON

37-39 CASTLE STREET □ INVERNESS IV2 3DY □ TEL 046-3 32251 35604

3rd August, 1981.

QUOTATION - COMMUNITY HALL CENTRE, DORNOCH, SUTHERLAND.

Coffee Lounge & Platform.

To supplying and installing Verona carpeting cut to plan
for above area with Smoothedge and Underfelt on stair
only for the sum of..... £530.55
Less contract discount applicable only if payment is
made within 14 days of invoice..... £ 92.84

£437.71
V.A.T..... £ 65.65 £503.36

alternatively:-

As above using Heugaflor S. Tiles , for the sum of..... £836.68
Less contract discount - terms as above..... £146.41

£690.27
V.A.T..... £103.54 £793.81

Hall & Coffee Lounge

To supplying and installing 5 pairs curtains in Hall
in Pinewood Bagdad with bolton twill lining rufflette
tape and hooks, also rails for same.

To supplying and installing 1 pair curtains in above
material with standard lining, rufflette tape and
hooks, also rail.

All as above for the sum of..... £725.34
Less contract discount - terms as above..... £126.93

£598.40
V.A.T..... £ 89.76 £688.16

33 only E.11 Chairs in Tweed Cover Retail	£ 70.38	for Contract	£58.06p ea.
5 only T.2. Tables 1.5m x 50m	" £ 58.14	for Contract	£47.95p "
10 T.2. Tables.75m x.50m (alternative)	" £ 32.94	for Contract	£27.17p "
1 E.12 Table	" £ 89.82	for Contract	£74.10p "
alternative Table to fit in	" £ 38.52	for Contract	£31.77p "
1 T.2. Table Desk Height.75m x 1.25m	" £ 60.48	for Contract	£49.89p "
90 No. 501 chairs (Charcoal & Flame)	" £ 12.51	for Contract	£10.32p "
1 S.1 chair covered Tweed	" £ 75.06	for Contract	£61.92p "
1 S.2. chair covered Tweed	" £120.49	for Contract	£99.40p "
1 Table to Seat 8 Thick edge chrome	" £124.20	for Contract	£102.46p "
1 Kitchen Table 2.5m x 1.25m	" £ 92.25	for Contract	£ 76.10p "
2 only D. 42 Stools Vinyl cover	" £16.38	for Contract	£13.51 "

Contract prices applicable only if payment is received within 14
days of invoice.

All prices subject to v.a.t.



Value Added Tax

Confirmation of
Advice of Proposed Visit

Mr P.G. Wild
The Meadows
DORVOCH
SUTHERLAND

Office date stamp

VAT OFFICE
CUSTOMS & EXCISE
31 JUL 1981

VAT OFFICE, CUSTOM HOUSE
10 HARBOUR TERRACE
WICK, GAITHNESS, KW1 5HB

Telephone number Wick 3125

Extension

Fold here

Dear Sir / Madam,

I intend to visit you in connection with Value Added Tax on Monday 24th
August 1981 at about 10.30/11.00 a.m. If this date or time
is inconvenient please let me know at this office, and suggest an alternative
appointment.

You should make your records and accounts (including profit and loss accounts
and balance sheets) available for the visit.

Yours faithfully

A. MacLeod

Officer

*Delete as necessary

VAT 455 A

F 3765 (Feb. 1977) S3673 (21178) Dd.528287 200m 3/78 G.W.B.Ltd. Gp.870

Furnishings Outline Specification

1. Coffee Lounge

Unit chairs (armless) 33 No.

Coffee tables 5 No. @ 1.5 x .5 m or thereby
or 10 No. @ .75 x .5 m thereby

Corner unit or plant tub 1 No. (platform)

Lecture table or desk 1 No. @ .75 x 1.25 m or thereby

Plus stacking chairs from store

2. Hall

Stacking chairs 120 No. (to match existing)

Usable area 11 x 5 m excluding perimeter circulation.

Plus 40 No. minus No. of existing.

(for general use - coffee lounge, platform, office Committee room.)

3. Office (1st Floor)

Desk 1 No.

Chair 1 No.

Filing cabinet 1 No.

Chairs 2 No. from central store.

4. Committee Room

1 No. table (8 place)

8 No. chairs (stacking from central store)

5. Kitchen

Kitchen table 1 No. 2.5 m x 1.25 m x 1 m (high) or thereby.

2 No. stools

6. General

(a) Light tight blinds to Hall Windows.

(b) Roller blinds to all other windows (excluding stores).

(c) Kitchen utensils, crockery, cutlery, etc.

(d) Floor coverings (see separate list) (see contract).

Carpet coffee lounge, and platform.

(e) Sundries - ashtrays, waste paper baskets, plant tubs, etc.

(f) Cleaning equipment.

DORNOCH AREA COMMUNITY COUNCIL

Secretary - G.F.Trowbridge
Dunedin
Golf Road
Dornoch

20th July, 1981

W.B. Ashplant Esq.,
High Street
Dornoch

Dear Mr. Ashplant,

Dornoch & District Community Association
'Britain in Bloom' Competition

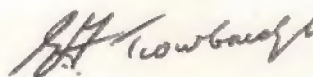
The Community Council earlier in the year had under consideration the question of the 'Britain in Bloom' 1981 competition, details of which are enclosed herewith.

Local Authorities are approached each year with the necessary information regarding the competition and they in turn refer the matter to their Community Councils.

The Community Council at their recent meeting considered that this was perhaps a matter which the Dornoch & District Community Association might wish to be associated with and accordingly I was instructed to bring your attention to the matter in order that you might wish to consider what arrangements might be made for an entry for the 1982 competition.

I was also asked to advise you that the Community Council would be prepared to give such assistance as would appear appropriate.

Yours sincerely



G.F.Trowbridge
Secretary

DORNOCH AREA COMMUNITY COUNCIL

Secretary - G.F.Trowbridge
Dunedin
Golf Road
Dornoch

Tel Dornoch 429

20th July, 1981

W.B. Ashplant Esq.,
High Street
Dornoch

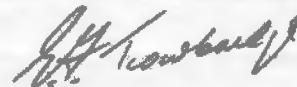
Dear Mr. Ashplant,,

Dornoch Festival Week
Dornoch & District Community Association

At a recent meeting of the Community Council reference was made to the obvious success of the 1981 Dornoch Festival Week, both from the participants and the spectators point of view.

The Community Council are fully aware of the immense amount of work required in organising such an event and the obvious need for a great number of enthusiastic volunteers to be involved and I have been asked by the Council to express, on their behalf, their appreciation and congratulations on such a wonderful week of entertainment.

Yours sincerely



Secretary